

## **DA 1059 Guidance**

The below DA 1059 Guidance was provided by SGM Linda Alldredge of the 104th DIV(IT). It was written for the MP battalion and the examples are nonmedical. Please feel free to use this as a guide when you write Academic Evaluation Reports.

## Academic Evaluation Report DA Form 1059

An Academic Evaluation Report (DA Form 1059) is to be completed for each student enrolled in the course. After initial preparation, it will be given to the student for verification of accuracy in administrative fields. Prior to course completion, the completed 1059 will be sent to the battalion to be signed by the proper reviewing official. It will then be returned to the site director/course manager (for an IDT class) or to the acting DOI/course manager for an AT class to be handed out during graduation or out-processing. Instructions for completing the Academic Evaluation Report follow:

### Item Number

DATE: How the date is to be written is not addressed in the regulation. Use the format example posted by the MP Proponent School: (i.e. "001020").

1. LAST NAME, FIRST NAME, MIDDLE INITIAL (and any suffixes)
2. SOCIAL SECURITY NUMBER Enter nine digit number with hyphens.
3. USE 3-LETTER CODE FOR RANK (i.e., SSG, SFC) (Yes, the blank says "Grade", but the regulation specifies the 3-character code.)
4. LEAVE BLANK FOR ENLISTED SOLDIERS
5. CURRENT MOS The soldier is not a 95B until their unit requests and receives the MOS change at the completion of all phases of the course. Put their current primary MOS (examples, 11B20 or 92Y4H) in the block. If they have just transferred from another service, and have no Army MOS, or you are doing 1059s for another branch of service, contact the S-3 section for specific guidance. Our goal is to do these forms right the first time.

Rank	Skill Level	Rank	Skill Level
E-1-E-4	10	E-7	40
E-5	20	E-8 to E-9	50
E-6	30		

6. COURSE TITLE The regulation was published before ATRRS was widely used. The ATRRS number of the course is extremely important information used to determine which course the soldier actually attended. Often the issue arises years after the fact when the soldier is seeking to be "grandfathered" after new courses come on line. Course titles may be confusing--especially when you get into abbreviations or instances when the individual filling out the report didn't get the title EXACTLY right. Use the ATRRS number,

followed by the name of the course (abbreviate where necessary) and the class number and year. Examples follow:

191-95B10 ph 1 (Basic Military Police) Class: 001--00

191-95B30 (F) (TATS-C MP BNCOC) Class: 002--00

191-95B40 (F) (TATS-C MP ANCOC) Class: 001--00

Including the ATRRS course number is a request from the 104th Division. USAMPS (MAJ Trebotte) has no difficulty with the course number being added to the course title.

Do not check the box located in block 6, it is for Officer Use Only.

7. NAME OF SCHOOL: 1ST BN (MP), 104TH DIV (IT) WZQP99. Leave the brigade out, as per instructions from the MP Proponent, and approved by DCSOPS, 104th Division (Mr. Gouveia).
8. COMPONENT: USAR, ARNG, RA, OR USMC. The program will probably not allow you to use more than 4 letters for the component code.
9. CHECK THE RESIDENT BLOCK There is supposed to be no difference between the courses offered by different components under TASS. IDT courses are supposed to be the equivalent of courses being offered by active duty. The intent of TASS is to have ONE school system--THE ARMY SCHOOL SYSTEM. Reference TR 350-18, Section II, Terms, definition of "resident school." The example provided by the MP Proponent School states, "Check the Resident Block if the soldier physically attended classes".
10. PERIOD OF REPORT: USE THE CLASS STARTING DATES AND ENDING DATES FROM ATRRS.
  - a. From: (year, month, day)
  - b. Thru; (year, month, day)For AT classes, there will be a separate report and a start date. For IDT classes, the report and start dates will be the same. Use the START dates on the 1059 (ie: 000401). The THRU date listed on ATRRS is the date to put on the 1059, even though it may be true that the soldier did not attend class at all on that date--they may have caught the bus for the airport at 0400. Don't worry about it. Do not check the box located in this block, it is for Officer Use Only.
11. DURATION OF COURSE: SAME AS #10

Note on the three date blocks: All three correspond and need to coincide with each other. The **FROM** and **THRU** blocks should be the same and the **DATE** block SHOULD BE THE DAY OF GRADUATION, except for those students who are released from the course. In the event a soldier is released from the course, the Block 10 THRU date and DATE block will be the day the soldier was released from the course. The Duration of Course remains unchanged.

12. EXPLANATION OF NONRATED PERIODS—LEAVE BLANK: This does not apply to TASS MP USAR schools.

13. PERFORMANCE SUMMARY

This item must be completed for all courses, except for students who are released through no fault of their own, which will be explained in Block 16. The intent is to measure the level of performance of each student against the course standards. Identify each student's level of performance by placing an "X" in the appropriate box:

a. EXCEEDED COURSE STANDARD

1. For those students whose general course achievement is significantly above the standard of the course.
2. The category is restricted to those who are considered deserving by the commandant. The number of students in this category will not exceed 20% of class enrollment.
3. Checking this box requires supporting comments in Item 16.

b. ACHIEVED COURSE STANDARDS

1. For those students who achieve the overall acceptable course standards. Most students will be marked in this column.

c. marginally achieved course standards

1. For those students who achieved, with difficulty, the minimum acceptable course standards, as identified in the course grading plan.
2. Checking this box requires supporting comments in Item 16.

d. FAILED TO ACHIEVE COURSE STANDARDS

1. For those students who did not achieve the minimum acceptable course standards.
2. Checking this box requires supporting comments in Item 16.

If block 13a, 13c or 13d are checked, see AR 623-1, para 1-13 for more information. Comments must be in detail to justify the level of performance indicated. Over-stamping with "Distinguished Graduate" or "Honor Graduate" or any other highlighting is prohibited.

14. DEMONSTRATED ABILITIES

This item must be completed for all courses. It is intended to measure the student's level of performance against the course standards. Identify each student's demonstrated ability by placing an "X" in the appropriate box for each category. Because of the emphasis built into the MP classes, regardless of course level, all students will be evaluated in all areas. (This may not be true in classes taken through other proponent schools, and you may well receive properly prepared 1059s for other classes that do not have all 5 abilities evaluated. Don't worry about it.)

Level of demonstrated ability will be evaluated by the following standards in each category:

1. NOT EVALUATED
  - a. Indicates the course did not evaluate the skill.
  - b. Do not use this block for MP courses with the possible exception of students released from the course through no fault of their own. If you believe you need to mark this block for a student, contact the S-3 for guidance.
2. UNSATISFACTORY
  - a. Indicates the student did not achieve the minimum acceptable course standards for that skill.
  - b. Must be supported by comments in Item 16.
3. SATISFACTORY
  - a. Indicates the student has demonstrated an acceptable level of performance in that skill.
4. SUPERIOR
  - a. Indicates the student has demonstrated an ability that is significantly above the standards for that skill.
  - b. Must be supported by comments in Item 16.

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?

- a. Indicate the student's potential for selection to the next higher level of schooling/training. This pertains to the normal career progression professional development courses. For Enlisted Personnel, this could be 95B10 Phase II, BNCOC, ANCOC, or SGM Academy.
- b. The evaluation should be based on the ability to apply the knowledge derived from the present course, compared to students with similar experiences and motivation and ability to contribute to group discussions.
- c. A "NO" response must be supported by comments in Item 16. Before marking a "NO" response, see AR 623-1, para. 1-13 and check with Operations. Any "NO" response must also be supported by appropriate counseling statements.

16. COMMENTS:

Explain entries requiring further description and enter additional meaningful comments. Although the student's height and weight and Pass/Fail (annotated on the lower right-hand side of Item 16) is only required for course 56 days or more, for internal control, HEIGHT AND WEIGHT and APFT information will be located on the lower left side of Item 16. APFT information is no longer required for MOS re-classification courses. Note MILPER MSG NR 99-111 (attached). Comments are no longer required for those students who exceed the weight for height screening table, but fall within body fat standards. References for pregnant soldiers are found in AR 623-1, Chapter

2-9, sub para d and e. If a student does not have a second phase available for MOS Phase II, it must be stated on the AER. State, "There is no MOS Phase II available at this time."

In particular, make comments if the student:

- Displayed exceptional potential aptitudes or limitations that should be considered in future assignments.
- Lacked ability or motivation.
- Responded well, or failed to respond, to recommendations for improving academic or personal issues.
- If appropriate, the comment also should be made if the student demonstrated the potential to be a service school instructor.
- Was released from student status through no fault of his own and is recommended for reinstatement in the course.
- Was released based on an approved retirement.
- Was required to appear before an academic board.

**Immediately following the comments, list the addresses for the appropriate component Official Records Center and the address for the soldier's parent unit.** Addresses for many of the National Guard state headquarters are attached. The original copy of the 1059 for all Army Reserve soldiers is sent to AR PERSCOM. The name of the organization, the office symbol, and the address have been changed since the regulation was published. Army Reserve 1059s should be sent to:

COMMANDER, AR PERSCOM  
ATTN: ARPC-PSV-EE  
1 RESERVE WAY  
ST LOUIS MO 63132-5200

#### 17. AUTHENTICATION

- a. The signature block of the site director/course manager, or DOI, actually preparing the report in block 17a. The signature of the site director or DOI whose name was typed will be placed in the block following the signature.
- b. The reviewer's signature block is entered in block 17b. The commandant, or an authorized representative, will review and sign this report. For the 1st MP Battalion, this individual will be the unit commander. The commander will sign each DA 1059 in the block following his/her signature block.

## 18. MILITARY PERSONNEL OFFICER

- a. Completed by appropriate staff at the battalion. Block 18a will be filled out if the student departs the school without an official copy of the DA 1059. Enter the student's forwarding address, or unit address if the student's address is not available. Check all the blocks in 18b. If you are using an older version of Form Flow, the program will not allow you to check all three boxes. Should that occur, check one box electronically and the other two manually.

### Distribution

The Operations Section (through the Site Director/Course Manager for IDT classes) is responsible for the distribution of the DA Form 1059. Copies will be distributed as follows:

1. Original to student's records retention center (AR PERCOM for Army Reserve or, for a member of the National Guard, to the Adjutant General for the state of assignment.
2. Individual soldier receives a copy at graduation for IDT and during out processing procedures for AT classes.
3. Copy is mailed to the soldier's unit.
4. Director of Instruction
5. Battalion Operations
6. Site Director/Course Manager responsible for the course

### Attached DA Form 5286-R and DA Form 5286-1-R

MOS Reclassification courses must have completed DA forms 5286-R and 5286-1-R as per TRADOC Reg 350-18, para 3-6 (a)(2). There is no requirement for this form for NCOES Phase II courses. A copy of the forms will be provided directly to the student's unit commander and a copy will be retained at the TASS training battalion IAW AR 25-400-2.

### Details, Details, Details (or where are the bells and whistles?)

The example 1059s posted by the proponent school show only the basic required information. There are no bells and whistles. The USAMPS accreditation team holds the TASS battalions responsible to prepare 1059s according to the regulatory guidance and nothing more. Units are not allowed to leave out anything on the 1059s that is required to be there. The regulations, however, do allow additional information to be added. And, over the years, people have added to the point that 1059s prepared by different units are significantly different. Units are not in violation of the regulation if they choose to put "ORIG" before the address for AR-PERSCOM or the National Guard Headquarters address to indicate the original copy of the 1059 goes to that office. They are not wrong if they put a space before the bullet comments or the addresses so that everything will still be legible after the form has been copied numerous times. They are not wrong if they attach critical task lists to the 1059 (in block 16, on the back, or on a separate piece

of paper) for NCOES phase II classes or for reclassification courses, in addition to the DA Form 5286-R and DA Form 5286-1-R. They are not wrong if they require the instructors to provide four bullet comments for each student or if some other unit requires less. They are not wrong if they put the date in some other format at the top of the form. Most of these little additions have become individual unit policies designed to address specific problems that have been discovered throughout the years. The examples and this guide are designed to help walk you through preparing the 1059 in its most basic form. These instructions list only the most basic items, specific USAMPS guidance that must be included to meet AR-623-1 guidance, as well as the request from the 104th Division to include the ATRRS course number along with the course title. This is an attempt to make these 1059s as easy as possible to fill out. The directions have been reduced to their most basic elements.